

# San Francisco Bay Conservation and Development Commission

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## C.E.A. A EXAMINATION

### Career Executive Assignment

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<b>Department</b>	San Francisco Bay Conservation and Development Commission (BCDC)
<b>Salary</b>	\$6,647--\$9,555 (CEA Level A)
<b>Position Title</b>	Planning Program Director
<b>Final Filing Date</b>	Applications must be <u>RECEIVED</u> in the Coastal Commission's Human Resources Office by 5:00 p.m., Friday, <b>December 16, 2016</b> . Applications received after the final filing date will not be accepted.
<b>About Us</b>	The award-winning San Francisco Bay Conservation and Development Commission (BCDC) is a small State agency located in San Francisco's Civic Center. BCDC has planning and regulatory responsibility over development in San Francisco Bay and along the Bay's nine-county shoreline. BCDC is guided in its decisions by its laws, the McAteer-Petris Act and the Suisun Marsh Preservation Act, its <i>San Francisco Bay Plan</i> , and other special plans for specific areas around the Bay.
<b>Duties and Responsibilities</b>	Under the general direction of the Executive Director and the Chief Deputy Director, the Planning Program Director provides executive level leadership for BCDC and manages the Commission's Planning program, whose objective is to ensure that the State's San Francisco Bay-related ecological, economic, and societal interests and goals are clearly articulated, established, supported, and protected.
<b>Desirable Qualifications</b>	<ul style="list-style-type: none"><li>Knowledge of land use planning, transportation planning, infrastructure planning, resource management, architecture, landscape architecture and civil engineering;</li><li>Knowledge of federal and state environmental, land use, and administrative laws, and a wide range of professional experience that encompasses;</li></ul>

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Making San Francisco Bay Better

- Knowledge of and experience in administering California and land use laws, including knowledge of the McAteer-Petris Act, the California Environmental Quality Act, the National Environmental Policy Act, and the Coastal Zone Management Act;
  - Ability to perform senior managerial and policy development and advocacy functions effectively;
  - Proven ability in dealing with local, state and federal agencies and policies that involve coastal resources and development in coastal zones;
  - Proven ability in conducting planning studies, producing technical reports, formulating policies and recommendations, and writing and editing a variety of written material under time constraints;
  - Proven ability to motivate professionals and support staff to produce high quality work on time and to assure that short-term deadlines are met;
  - Proven ability to negotiate effectively with project proponents, members of the public, diverse stakeholders, aggrieved parties and the staff of other agencies to achieve assigned objectives quickly, smoothly and efficiently.
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<b>Additional Minimum Qualifications</b>	<p>In addition, applicants must satisfy the following minimum qualifications.</p> <p>Ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:</p> <ol style="list-style-type: none"><li>1. Knowledge of the organization and functions of California State Government, including the organizations and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization and management; techniques of organizing and motivating groups; program and development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.</li><li>2. Ability to plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; and prepare and review reports, and effectively contribute to the Department's or Agency's equal employment opportunity objectives.</li></ol>
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Knowledge and abilities are expected to have been obtained from supervisory and/or administrative experience in a line or staff activity including the execution and/or evaluation of program policies. (Experience may have been paid or volunteer in State service, other government settings, non-governmental organizations or in a private organization.)

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<b>Personal Characteristics</b>	Acts in a professional manner and demonstrates a high degree of integrity, honesty, and ethical behavior; demonstrates openness and trust; establishes and builds rapport by modeling values-based behaviors; strong interpersonal and mentoring skills; promotes teamwork and cross-functional collaboration and communication in support of BCDC's strategic goals; and promotes a high-performance culture where employees are encouraged and enabled to perform to their greatest potential.
<b>Examination Information</b>	<p>Applications and Statements of Qualifications will be screened on the minimum and desirable qualifications, as stated in this announcement. Job-related criteria will be used to comparatively rank qualified candidates. It is, therefore, critical that applicants fully describe their education and specific experience applicable to these standards. A minimum rating of 70 percent must be attained for list eligibility.</p> <p>Examination interviews may be conducted <b>Tuesday, December 20, 2016</b>.</p> <p>All candidates will be notified in writing of the examination results. The results of this examination will be used to fill this position and may be used to refill the position should a vacancy occur within the next year. If a vacancy occurs, a decision will be made whether to retest in order to consider new applicants, as well as those previously considered.</p>
<b>Required Submittals</b>	<p>Send the following to the Human Resources Office, California Coastal Commission (which performs BCDC's personnel work):</p> <ul style="list-style-type: none"> <li>• Standard State application form 678<sup>1</sup> (indicate <b>Planning Program Director</b> in the Examination or Job Title section on the application form), with a resume, and</li> <li>• A <b>Statement of Qualifications</b>, which should be typed, and no more than two pages in length. The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. This Statement serves as documentation of each candidate's ability to present information clearly and concisely in writing.</li> </ul> <p>Resumes do not take the place of the Statement of Qualifications.</p>
<b>Submittal Address and Questions About the Examination Process</b>	<p>Human Resources Office            California Coastal Commission            45 Fremont Street, Suite 1930            San Francisco, CA 94105-2219</p> <p>Attn: Melanie Wong, Chief of Human Resources            (415) 904-5433 or <a href="mailto:melanie.wong@coastal.ca.gov">melanie.wong@coastal.ca.gov</a></p>
<b>Questions About the Position</b>	<p>Contact Larry Goldzband, Executive Director            (415) 352-3653  <a href="mailto:larry.goldzband@bcdc.ca.gov">larry.goldzband@bcdc.ca.gov</a></p>
<b>Additional Information about BCDC</b>	<a href="http://www.bcdc.ca.gov">www.bcdc.ca.gov</a>

<sup>1</sup> The application form #678 is available on our website at: <http://www.bcdc.ca.gov/employment/>

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**Special Interview Arrangements** If you have a disability and need special interview arrangements, please mark the appropriate box in item 2 of the application. You will be contacted to make specific arrangements. TDD for the hearing-impaired (415) 597-5885.

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The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

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